

How to Enter Your Lions Officers in the LCI Portal

Step 1: LOGIN TO THE LCI PORTAL

1. Enter the **LCI LOGIN URL** into the text box on your browser. You can click the URL link below and it will take you to the proper website.

https://lionsinternational.my.site.com/s/login/?language=en_US

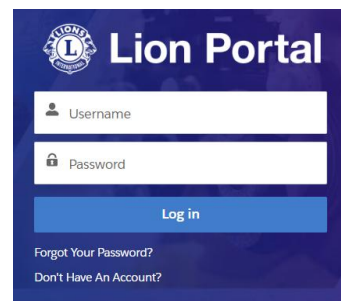
2. Then you will need to enter your **USERNAME** and **PASSWORD** to login. If you do not already have a Lions account here, you will need to call **LCI PORTAL SUPPORT at 630-468-6900** and ask them to set you up. When you have your Username and Password, enter those two items and click the “Log In” button.

3. A “YouTube Video” of this process can be found at

https://www.youtube.com/watch?v=n1_drBmkUZs

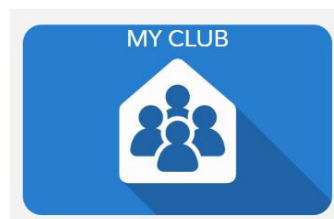
4. The LCI Portal has included a tutorial printout for you to use at

https://cdn2.webdamdb.com/md_QqWltfOZEEdF02ctp.jpg.pdf?v=1



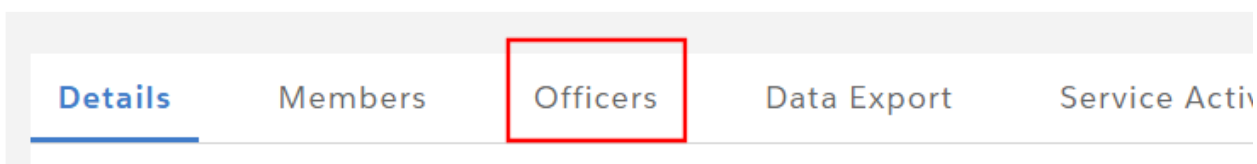
Step 2: SELECT “MY CLUB” FROM HOME PAGE

1. When you LOGIN, you will be taken to the Home Page. There will be some options at the top of the page. Select **MY CLUB**.

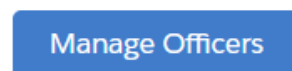


Step 3: SELECT “OFFICERS” FROM THE MENU

1. You will view the details of your club and a horizontal menu at the top of the page. Select “**Officers**”. This will give you a list of all your officers.



2. On the right side of the screen, you will have two options. Select “**Manage Officers**”. (**NOTE:** Only the current Club President, Secretary, or Administrator has the permissions to make these changes.)



Step 3: SELECT TYPE OF ASSIGNMENT

1. If you are entering an officer assignment for next year, select “**Create New Assignment**”.
2. After you make your selection. Click the “**Next**” button.

* Select from the options below

- Create New Assignment
- End Assignment
- Add Officer Address



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Step 4: SELECT TYPE OF TERM

1. Now you need to select whether you are creating a new assignment for the current term or whether it will be for the upcoming term. Select the **“Upcoming Lion Year”** for your new officer assignment which will begin in July.

(NOTE: If you are changing an officer assignment mid-year, you first must end the old assignment for the retiring officer and then create a new assignment for the incoming officer.)

2. Once you have made your selection, click the **“Next”** button.

When Should This Assignment Begin?

- Current Lion Year
- Upcoming Lion Year

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Step 5: SELECT TYPE OF OFFICER

1. You need to tell the Portal that the Officer Type is **“Officer”** (as opposed to “Administrator”) and that the Title Type is **“Official”** (as opposed to “Local”)
2. Now you can proceed to the actual officer assignment by pressing the **“Next”** button.

What is the Officer and Title Type for this title?

* Officer Type
Officer

* Title Type ⓘ
Official

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Step 6: SELECT OFFICER TITLE AND LION'S NAME

1. You will first need to select the officer title that you want to add. Use the drop-down arrows on the right of the top field and select the official officer's title you want to add.
2. Once you select the title, then your selection will be shown at the top of the list (shown below). Select the name of the Lion who will hold this position.
3. Scroll to the bottom of the screen and select **“Next”** and you have added a new officer to the LCI Portal. **CONGRATULATIONS!!!!**

* Officer Title

--None--

--None--

Club Director

Club First Vice President

Club LCIF Coordinator

Club Marketing Chairperson

Club Membership Chairperson

Club President

Club Second Vice President

Club Secretary

Club Service Chairperson

Club Treasurer

* Officer Title

Club President

Active Members

43 of 43 items · 0 items selected

Q Search this list...

Full Name	Member ID
<input type="radio"/> [Name]	[ID]
<input type="radio"/> [Name]	[ID]
<input type="radio"/> [Name]	[ID]
<input type="radio"/> [Name]	[ID]
<input type="radio"/> [Name]	[ID]

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4. The next screen will ask if you would like to add an officer address? Click **“NO”**.
5. Repeat Steps 5-6 above to add additional officers.